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Security

**MCCHORD AIR FORCE BASE VEHICLE
TRAFFIC INSTRUCTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes a uniform traffic code pursuant to AFI 31-204 in an effort to promote the smooth and orderly flow of traffic on base. Pursuant to Title 32, Code of Federal Regulations, Part 634, Subpart D, Section I, paragraph 634.25(f) (CFR 634.25(f)) and the authority of DODD 5525.4, these motor vehicle laws are assimilated under 18 USC Part 13 as part of this motor vehicle code. This instruction applies to all personnel and organization on McChord AFB. This directive sets forth policies and procedures stated above and apply to Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs **3.** through **7.** by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

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1. General.

1.1. Policy. In the interest of safe and efficient highway/roadway transportation and traffic flow, this regulation encompasses the motor vehicle laws of the State of Washington Revised Code of Washington (RCW) and Washington State Administration Codes (WAC). Deviations to these laws are also incorporated in order to comply with current military directives.

1.2. Adoption by Reference. The RCW and WAC are hereby adopted for use at McChord AFB for traffic regulation. Any other traffic ordinances/guidance or safety regulations enacted by the State of Washington, Air Force, Air Mobility Command (AMC) or McChord AFB will be effective on the date of enactment or publication by the respective agency.

1.3. Other Applicable Publications. Nothing in this regulation is constructed to conflict with other military regulations, and will not be construed as such.

1.4. Validity. Portions of this instruction becoming invalid do not affect the validity of the remainder of this instruction.

2. Responsibilities.

2.1. 62d Mission Support Group Commander (62 MSG/CC). The 62 MSG Commander will:

2.1.1. Appoint personnel to act on behalf of all staff agencies requiring parking facilities in the lots adjacent to Building 100 and Building 160 when used as 62 AW HQ.

2.1.2. Exercise final approval/disapproval over suspension/revocation of base driving privileges.

2.1.3. Ensure a Traffic Management Working Group (TMWG) meets quarterly or when deemed necessary by the Chairperson.

2.1.3.1. The purpose of the TMWG is to plan, develop and recommend courses of action to correct traffic deficiencies.

2.1.3.2. Composition: the 62d Mission Support Group Deputy Commander chairs TMWG. The following positions are primary members of the board. They or their designated alternates will attend each meeting quarterly`:

2.1.3.2.1. 62d Mission Support Group Deputy Commander (Chairperson)

2.1.3.2.2. 62d Security Forces Commander

2.1.3.2.3. 62d Airlift Wing Safety Office

2.1.3.2.4. 62d Logistics Readiness Squadron Commander

2.1.3.2.5. 62d Civil Engineering Squadron Commander

2.2. 62d Airlift Wing Safety Office (62 AW/SE). The 62 AW Safety Office will conduct traffic safety courses IAW AFI 91-207, *US Air Force Traffic Safety Program*.

2.3. Base Vehicle Control Officer (62 LRS/LGRV). The Base Vehicle Control Officer will:

2.3.1. Coordinate with other officials in development of ways and means to improve traffic conditions.

2.3.2. Provide wrecker service upon request of Security Forces.

2.4. Base Traffic Engineer (62 CES/CC). The Base Traffic Engineer will:

- 2.4.1. Determine the installation, proper timing and maintenance of traffic control devices.
- 2.4.2. Conduct engineering analysis of traffic accident locations and devise corrective measures.
- 2.4.3. Conduct engineering investigations of traffic conditions.
- 2.4.4. Plan streets of McChord AFB for the operation of traffic.
- 2.4.5. Coordinate with other officials in the development of ways and means to improve traffic conditions.
- 2.4.6. Ensure that proper traffic control devices are installed temporarily during work and maintenance of roadways to ensure safe and efficient movement of traffic.
- 2.4.7. Ensure all traffic control devices, provided for in this and all other applicable directives, meet specifications outlined in all applicable publications.
- 2.4.8. Determine and designate roadways and locations (by official signs and markings), which require restrictions due to size and load limitations.

2.5. 62d Civil Engineering Squadron Commander (62 CES/CC). The 62 CES/CC will:

- 2.5.1. Exercise final approval/disapproval over all requests for reserved/time-limit parking.

2.6. Unit Commanders. Unit Commanders will:

- 2.6.1. Promote an educational program on the contents of this instruction and provide sufficient copies to all respective areas within their command control.
- 2.6.2. Ensure that all assigned personnel attend the prescribed courses presented by the 62d Airlift Wing Safety Office as required by AFI 91-207.
- 2.6.3. Ensure that all assigned personnel register their Privately Owned Vehicles (POVs) within 3 working days (72 hours) of assignment to the unit or purchase of a vehicle after assignment to the unit.
- 2.6.4. Appoint personnel in grades of MSgt/GS-7 or above in writing to act as traffic wardens to monitor unit parking areas to help ensure compliance with this instruction.

2.7. Chief, Security Forces (62 SFS/CC). The Chief, Security Forces will:

- 2.7.1. Provide personnel to enforce this instruction, conduct accident investigations, issue citations and notify appropriate authorities as required.
- 2.7.2. Maintain records and forward required reports to the appropriate unit commander for action as required by AFI 31-204, *Air Force Motor Traffic Supervision Instruction*.
- 2.7.3. Forward all correspondence regarding the suspension or revocation of driving privileges by civil authorities to the appropriate unit commander for action.
- 2.7.4. Forward all correspondence regarding the suspension or revocation of driving privileges by the 62d Mission Support Group Commander to the appropriate civil authority.
- 2.7.5. Ensure removal of abandoned/disabled vehicles.
- 2.7.6. Enforce reserve/time limit parking only in large, common-use parking lots.

2.8. Security Forces Operations. Security Forces Operations will establish liaison with civil traffic administrators and other agencies in the enforcement of traffic laws and development of ways and means to improve traffic conditions. Safety hazards to base traffic (actual or potential) will be identified and recommendations made to alleviate the hazards.

2.9. Security Forces Patrols. On-duty Security Forces patrols will enforce traffic regulations, investigate traffic accidents, identify traffic hazards to Security Forces Operations and carry out duties normally associated with traffic supervision.

3. Vehicle Lighting and Other Equipment.

3.1. General. RCW, Chapter 46.37, *Vehicle Lighting and Other Equipment*, outlines the requirements for vehicle lighting and other equipment for operation of a motor vehicle. These provisions and requirements and those encompassed in the following paragraphs will be applicable to all vehicles on McChord AFB.

3.2. Seat Belts and Shoulder Harnesses. The use of seat belts/shoulder harnesses by POV/GOV operators/passengers is mandatory on McChord AFB. Removal of seat belts and (or) shoulder harnesses from a vehicle already equipped with such equipment is prohibited.

3.2.1. Child Restraint systems.

3.2.1.1. Children less than one year of age or weighing less than 20 pounds shall be properly restrained in a rear-facing infant seat.

3.2.1.2. Children ages one to four or 20 to less than 40 pounds shall be properly restrained in a forward facing child safety seat restraint system.

3.2.1.3. Children ages four to less than six or 40 to less than 60 pounds shall be properly restrained in a child booster seat.

3.2.1.4. Children ages six and above or at least 60 pounds must be properly restrained using the vehicle's safety belt system, properly adjusted and fastened around the child's body or an appropriately fitting booster seat.

3.2.1.5. Enforcement of 3.2.1.1. through 3.2.1.4. is subject to a visual inspection by Security Forces to determine if the child restraint system in use is appropriate for the child's individual height, weight, and age. In determining violations, consideration must be given in conjunction with the provisions 3.2.1.1. through 3.2.1.4.

3.2.1.5.1. The visual inspection for usage of a forward facing child safety seat must ensure that the seat in use is equipped with a four-point shoulder harness system.

3.2.1.5.2. The visual inspection for usage of a booster seat must ensure that the seat belt properly fits across the child's lap and the shoulder strap crosses the center of the child's chest.

3.2.1.5.3. The visual inspection for the usage of a seat belt by a child must ensure that the lap belt properly fits across the child's lap and the shoulder strap crosses the center of the child's chest.

3.2.1.6. The driver of a vehicle transporting a child who is under the age of six years old or weighs less than sixty pounds, when the vehicle is equipped with a passenger side air bag sup-

plemental restraint system, and the air bag system is activated, shall transport the child in the back seat positions in the vehicle where it is practical to do so.

3.3. Motorcycles, Motor-Driven Cycles, Motor-Driven Scooters and Mopeds.

3.3.1. Persons operating a motorcycle, motor-driven cycle, motor-driven scooter or moped must wear the following safety equipment:

3.3.1.1. Helmet (Department of Transportation (DOT) approved)

3.3.1.2. Eye protection (impact resistant goggles or full-face shield)

3.3.1.2.1. Contact lenses are not considered eye protection

3.3.1.2.2. Eye protection is not required for the operator if the motorcycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly upright-seated operator. Motor-driven scooters do not require eye protection

3.3.1.3. Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered. Reflective belts will not be worn in lieu of this requirement.

3.3.1.4. Sturdy footwear (leather boots or over the ankle shoes strongly recommended, no sandals or open toe shoes)

3.3.1.5. Long sleeved shirt or jacket, long trousers/pants and full fingered gloves/mittens designed for use on motorcycles.

3.3.1.6. In addition, passengers must meet the same safety standard for equipment wear as the driver.

3.3.2. Every motorcycle and motor-driven cycle shall have its head and tail lamps lit when such a vehicle is in motion upon a roadway/highway.

3.3.3. ATVs and other off road vehicles will not be ridden on base, unless for government use. Those who ride in an official capacity are required to attend Specialty Vehicle Institute of America (SVIA) training. Recommend off road training for those personnel who ride off base.

3.3.4. Unit funded golf carts and other types of vehicular equipment without occupant protective devices (seatbelts) will be limited to 15 mph or non-traffic environments. If required to travel in a traffic environment, these types of "vehicles" will, as a minimum, be equipped with a rear mounted fluorescent triangle or other reflective material.

3.3.5. All Motorcycles, Motor-Driven Cycles, Motor-Driven Scooters and Mopeds must obey the rules of the road as described in chapter 4.

4. Rules of the Road.

4.1. Applicability. RCW, Chapter 46.61, *Miscellaneous Rules of the Road*, and this chapter apply to the operation of vehicles on McChord AFB.

4.1.1. General. Where possible, all vehicles will only be operated on hardened (paved) surfaces. **EXCEPTIONS:** Official business or military necessity when duties or business cannot be conducted without traveling off the paved surface (not for convenience of the operator).

4.2. Duty to Obey and Cooperate with a Security Forces patrol.

4.2.1. Any person operating or in charge of any vehicle must:

4.2.1.1. Maintain the minimum liability insurance IAW *RCW 46.29.090, Requirements as to Policy or Bond*. The minimum limits for the State of Washington are: Personal liability each person, \$25,000; personal liability per accident, \$50,000; and property damage, \$10,000.

4.2.1.2. Stop the vehicle when signaled or requested to do so by a person reasonably identifiable as Security Forces.

4.2.1.3. Give his or her name and address, and the name and address of the vehicle's owner upon request by Security Forces.

4.2.1.4. Give certificate of registration of such vehicle, proof of liability insurance, military identification (if applicable) and driver's license to Security Forces upon request.

4.2.1.5. Permit examination of such vehicle.

4.2.2. When stopping an individual for a traffic violation, Security Forces may detain a person for a reasonable amount of time in order to gain the person's identity, check status of driver's license, vehicle insurance, vehicle registration, and complete and issue a traffic citation. DD Form 1408, **Armed Forces Traffic Ticket**, or DD Form 1805, **United States District Court Violation Notice**. A person issued a DD Form 1805 must initial the citation at the time of the stop choosing to either terminate the matter by paying the fine amount or promising to appear in court.

4.2.2.1. DD Form 1408, is issued to all active duty members, and guardsmen and reservists who are on active duty orders. The citations are based on a point system, with each infraction given a different point value ([Attachment 2](#)). Once an individual reaches 12 points within any 12 month time period, his or her driving privileges will be suspended for one year ([Attachment 3](#))

4.2.2.2. DD Form 1805 is issued to civilians to include dependents and retirees. If the violation has a monetary fine insure the violator initials next to whichever choice they decide. If the violation has a mandatory court appearance then the violator does not have to initial or sign anything.

4.3. Emergency Vehicles.

4.3.1. When responding to an emergency call or when in pursuit of an actual or suspected violator of the law, or when responding to (but not on return from) a fire alarm, the driver of an authorized emergency vehicle may exercise the following privileges subject to the conditions stated. The driver may:

4.3.1.1. Park or stand, regardless of the provisions of this instruction.

4.3.1.2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

4.3.1.3. Disregard regulations governing direction of traffic movement or turning in specified directions.

4.3.2. These exemptions apply only when such vehicle is using emergency lights and (or) siren, except that:

4.3.2.1. An authorized emergency vehicle operated as a Security Forces or BCE Fire Marshall vehicle need not be equipped with a permanently affixed emergency lights.

4.3.2.2. Authorized emergency vehicles shall use audible signals when necessary to warn others of the emergency nature of the situation. In no case will they use audible signals while parked or standing.

4.3.2.3. Driver of an authorized emergency vehicle will drive with due regard for the safety of all persons. The provisions of this paragraph will not protect the driver from the consequences of reckless disregard for the safety of others.

4.4. Operation of Government Owned Vehicle (GOV). A valid state license is required of any person driving a general purpose GOV on McChord AFB. An AF Form 2293, **USAF Motor Vehicle Operator Identification Card**, is required to operate any special purpose GOV. Persons TDY to McChord AFB (with valid TDY orders and licensed from their home base) are authorized to drive GOVs on McChord, with the exception of the flight line.

4.5. Driver's License Violations. It is prohibited for a person:

4.5.1. To display, cause to be displayed, permit to be displayed, or have in his or her possession any canceled, revoked, suspended, fictitious or fraudulently altered driver's license.

4.5.2. To lend a driver's license to any other person or knowingly permit the use of that license by another person.

4.5.3. To display or represent as his or her own any driver's license not issued to him or her.

4.5.4. To permit any unlawful use of a driver's license issued to him or her.

4.6. Stopping a Vehicle Registered to Person with Suspended or Revoked License. Any Security Forces member, having received notice of a suspension/revocation of a driver's license from Security Forces Reports and Analysis, may, during the period of suspension/revocation, stop any motor vehicle identified by its vehicle license number as being registered to the person whose driver's license has been suspended/revoked. The driver of such vehicle will display his or her driver's license upon request by the Security Forces member.

4.7. Special Endorsement for Motorcycle Operator's License. A person operating a motorcycle, moped, motor scooter, or motor-driven cycle must possess a valid driver's license specifically endorsed to enable the person to drive such a vehicle. A driver with a residence in a state not requiring a specific endorsement (and the driver holds a valid license issued by that state) will not be required to have such endorsement. Any person assigned to McChord AFB for a period of 30 days or more and wishing to operate a motorcycle must either have previously completed a Motorcycle Safety Foundation Approved Course. Personnel wishing to attend the course must contact the Wing Safety Office to be scheduled for the course. Temporary permits will only be active for the day(s) of the course to allow the individual to ride to and from class. Any person 16 years of age or older, holding a valid driver's license of any class issued by his or her state of residence, may operate a moped without a specific endorsement.

4.8. Obeying Traffic Control Devices. Drivers of vehicles, bicyclists, and pedestrians will obey traffic control devices on McChord AFB unless otherwise directed by Security Forces or fire official. (**EXCEPTION:** Drivers of authorized emergency vehicles see paragraph 4.3.) **NOTE:** No provision of this chapter for which traffic control devices are required will be enforced against an alleged violator if at the time or place of the violation the traffic control device was not in its proper position, legible or visible. When a paragraph does not state that an official traffic control device is required, the paragraph will be applicable even though no devices are erected. All traffic control devices on

McChord AFB will be obeyed under the presumption that competent authorities erected those devices unless evidence proves otherwise.

4.9. Overtaking (Passing) a Vehicle:

4.9.1. Passing a vehicle on the left is prohibited on McChord unless the vehicle being passed is traveling at least 15 miles per hour under the speed limit or is a moped, bicycle, street cleaner or slow moving flight line vehicle and only if passing will not create a traffic hazard.

4.9.2. It is prohibited to pass an explosive laden vehicle regardless of speed of the vehicle. Explosive laden vehicle is identified as such when it is displaying a Department of Transportation placard denoting the Hazard Class/Division (1.1, 1.2, 1.3, or 1.4). Placard is black lettering on orange background and posted on all four sides of vehicle.

4.9.3. Passing on the right is allowed only when:

4.9.3.1. The vehicle being passed is making or is about to make a left turn.

4.9.3.2. A roadway with unobstructed movement of sufficient width for two or more lines of vehicles moving lawfully in the direction being traveled by the passing vehicle.

4.9.3.3. The passing movement can be made safely. Passing will not be made by driving off the roadway. The shoulder is not considered part of the roadway and may NOT be used for passing.

4.9.3.4. Passing a troop formation is prohibited at any time.

4.10. Flight Line Area.

4.10.1. Entry to and exit from the flight line area will occur at only established entrances and exits.

4.11. Speed Limits.

4.11.1. A 30 mile per hour (mph) maximum speed limit exists on McChord AFB unless otherwise posted by an appropriate traffic control device. Exceptions to the 30 mph limit are as follows:

4.11.1.1. Residential areas: 20 mph.

4.11.1.2. Upon entering at installation gates: 15 mph.

4.11.1.3. Parking lots: 10 mph.

4.11.1.4. Flight line: Refer to 62 AWI 13-4 *Control of Vehicular Traffic in Flight Line Areas*

4.11.1.5. School zones: 20 mph in school zones when the lights are flashing.

4.11.1.6. Buildings located between the AMC parking ramps (the In Field): 20 mph.

4.11.2. Do not drive a vehicle on McChord at a speed greater than the maximum lawful speeds stated above. Lower speeds than these speeds are required when hazards are actual or potential. Speeds will be controlled in an effort to avoid collisions with people, vehicles or other conveyances on or upon entering McChord AFB. Compliance with speed limits does not relieve the vehicle operator from further exercising due care and caution when operating a vehicle on McChord AFB.

4.12. Stopping, Standing, Parking or Leaving a Vehicle.

4.12.1. Stopping, standing, parking or leaving a vehicle (attended or unattended) is prohibited:

4.12.1.1. On any roadway, alley, street or paved area on McChord except in areas designated as allowable by signs or markings.

4.12.1.2. In a parking space designated as reserved or assigned to someone else. (such as Cascade Village).

4.12.1.3. On any roadway side of any vehicle, which is already stopped or parked at the edge of the street.

4.12.1.4. On any side of the street where fire hydrants are located.

4.12.1.5. Within an intersection, on a crosswalk or on any railroad track.

4.12.1.6. Alongside or opposite any street excavation or obstruction (when traffic would be obstructed).

4.12.1.7. In an area between roadways of a divided road.

4.12.1.8. At any place where official signs prohibit stopping your vehicle.

4.12.1.9. In any area not properly marked (white lines on both sides) as a parking space.

EXCEPTIONS: Public transit vehicles or those operated by the Base Information Transfer System, which stops temporarily at, designated locations.

4.12.1.10. Unless the vehicle is disabled and stopping, parking or leaving the vehicle is unavoidable. In such circumstances, the driver of the disabled vehicle will:

4.12.1.10.1. Notify Security Forces of the vehicle's location and give any other information requested by Security Forces.

4.12.1.10.2. Park the vehicle so that more than 10 feet of roadway is available for free movement of vehicular traffic.

4.12.1.10.3. Use emergency flashers when leaving the vehicle unattended if the vehicle is equipped with these flashers.

4.12.1.10.4. Arrange for prompt (within 2 hours) removal of the vehicle. The vehicle will be removed by Security Forces IAW paragraph 7.4.1. if prompt removal is not accomplished.

4.12.2. Standing or parking a vehicle is allowed, though only momentarily, in the following areas but only for the purpose of picking up and discharging passengers or cargo/property.

4.12.2.1. Within 15 feet of a fire hydrant.

4.12.2.2. Within 20 feet of a crosswalk.

4.12.2.3. Within 30 feet upon the approach to any flashing signal, stop sign, yield sign or traffic control signal located at the side of the roadway.

4.12.2.4. Within 20 feet of the driveway entrance to the fire station or in any manner to obstruct the response of a fire or Security Forces vehicle.

4.12.2.5. Directly in front of the Commissary or Base Exchange buildings.

4.12.2.6. Within the entrance of the tunnel in the rear of Building #100.

4.12.2.7. Within the Air Terminal Operations Center (ATOC) troop movement area adjacent to Building #1304.

4.12.2.8. At any place where official signs prohibit parking or standing.

4.12.2.9. Within 50 feet of the nearest rail of a railroad crossing (whether occupied or not occupied).

4.12.3. Parking or standing will be permitted in the manner provided by this instruction at all other places.

4.12.4. It is prohibited for a person to move a vehicle not lawfully under their control into any prohibited area or away from a curb or parking space any distance that is unlawful.

4.12.5. It is prohibited for a person to reserve or attempt to reserve any portion of a highway or any parking place for the purpose of excluding another vehicle except when that person is acting under the approval of the 62d Airlift Wing Commander or the 62d Mission Support Group Commander.

4.13. Additional Parking Restrictions.

4.13.1. Any vehicle stopped or parked on a one-way roadway will be stopped or parked on the side opposite the nearest fire hydrant. Vehicles will be parked parallel to the curb or edge of the roadway with its wheels within 12 inches of the curb or edge of the roadway, or as close as possible to the shoulder on the appropriate side of the street. Vehicles will not be parked against the flow of traffic.

4.13.2. Any vehicle parked in any angled parking space/space will be parked in such a manner as when the driver leaves the space he or she is not going against the flow of traffic (driver must back out of space). **EXCEPTIONS:** Emergency vehicles in specified areas.

4.13.3. Time limit parking will be indicated by signs placed on the curbs at the time limit parking location indicating the time limit for parking in that particular parking space. There is no time limit for legally marked parking spaces that are not reserved.

4.13.4. Street parking in the housing area will be restricted to the curb opposite the sides on which fire hydrants are positioned. (North-south streets; parking on east side only. East-west streets; parking on south side only). Vehicles will not be parked against the flow of traffic.

4.13.5. Oversized or recreational vehicles (width greater than 7 1/2 feet and (or) over 20 feet in length) are prohibited from parking on the street in the housing area, in spaces designated for angle parking or in any spaces where a portion of the vehicle (or its tow) extends outside or beyond the visible parking lines. Oversized or recreational vehicles will be parked only in areas specifically designated for such (e.g., behind the employee parking lot of the Commissary, behind the 500 area Visiting Quarters) or in driveways in the housing area, provided:

4.13.5.1. The driveway is assigned to the owner of such vehicle.

4.13.5.2. The driveway is of sufficient width and length to accommodate such vehicle (or its tow) without obstructing traffic flow, the driveway of another person or the sidewalk.

4.13.6. Storage/parking of trailers, boats, RVs and detached campers (or canopies) is authorized only in the fenced storage area adjacent to the South Gate, and shall be IAW 62 AWI 34-4 *Recreational Vehicle (RV) Storage Compound*. Parking of aforementioned vehicles in the housing area

is only authorized after receiving AF Form 75, **Visitor/Vehicle Pass**, from the Security Forces at Visitor Control Center located at the Main Gate and parking will not exceed 72 hours.

4.13.7. Parking areas/spaces designated for GOVs will not be utilized by any POV.

4.13.8. The white hash marks/lines at the ends of marked parking lanes may be utilized for motor-cycles, motor-driven cycles or mopeds only, as long as no part of the vehicle obstructs free movement of through or turning traffic or any other parking space.

4.14. Special Parking Privileges for Disabled Persons. Any vehicle displaying a current handicapped card, decal or handicapped license plate attached to the vehicle, which has been issued by the state in which the vehicle is registered, will be permitted the following special parking privileges:

NOTE: Display of such cards, decals or license plates does not allow such vehicles to be parked in areas otherwise prohibited, i.e., areas reserved for special types of vehicles.

4.14.1. Areas specifically designated as handicapped parking.

4.14.2. Time limit parking area (for an unlimited period of time, irrespective of the time limit imposed on such area). Any vehicle not displaying a handicapped card, decal or handicapped license plate (attached to the vehicle) will not be permitted to park as indicated in this paragraph. Vehicles parked in handicapped parking areas displaying expired parking privileges media may be cited.

4.15. Unattended Motor Vehicles.

4.15.1. It is prohibited for a person to leave a vehicle unattended without first stopping the engine, locking the ignition, removing the key and placing the vehicle in park, or effectively setting the brake. The only exception will be emergency vehicles, in which it is required to put the vehicle in park and effectively set the parking brake. When the vehicle is left standing upon any perceptible grade, the front wheels will be turned to the curb or side of the highway (or driveway).

4.15.2. The most recent driver of a motor vehicle (which the driver has left standing unattended) who learns that the vehicle has become set in motion and has struck another vehicle or property (or has caused injury to any person) will comply with Chapter 7 of this instruction concerning the reporting of accidents. Any person failing to report an accident will be found guilty of the failure to report that accident.

4.16. Leaving Children Unattended in a Motor Vehicle. Within this paragraph, “parked” means “unattended” as outlined in paragraph 4.15. Vehicles not within these parameters will be considered as “standing” motor vehicles with motor running and are subject to the provisions of paragraph 4.15., whether the motor is running or not.

4.16.1. It is prohibited for a person, while operating or in charge of a vehicle, to leave a minor child or children under the age of 16 unattended in a parked vehicle that has its motor running. A vehicle may be left with the motor running only with a licensed operator in the vehicle.

4.16.2. It is prohibited for any person to leave minor children under the age of 10 years unattended in a parked motor vehicle.

4.17. Vehicle Maintenance and Where Permitted: Minor vehicle maintenance is permitted on McChord AFB as long as no other provision of this instruction is violated, i.e., stopping, standing or parking a vehicle. Major maintenance is termed as any maintenance other than fluid change, tire

change, tune up (to include changing points, condenser, spark plugs), or filter change (excluding transmission filter). Major maintenance of any vehicle on McChord AFB is prohibited except when performed at the following locations.

4.17.1. The Auto Skills Center (for POVs).

4.17.2. The Base Motor Pool (for GOVs).

4.17.3. At the Army-Air Force Exchange Service (AAFES) garage (by AAFES personnel only).

5. Non-Motorized Conveyance (Bicycle, Roller blades, Scooters, Jogging, and Skateboards).

5.1. Use of Roadways/Bicycle Paths. Paths are designated for jogging, walking and non-motorized conveyance only. Vehicles, motorcycles, etc are prohibited from operating on paths. Exception: Base grass cutters may use paths in lieu of roadway for safety of motorized traffic.

5.1.1. Every person operating a bicycle, scooter or rollerblading upon a roadway will ride as near to the right side of the roadway as practical and may utilize the shoulder of the roadway or any specially designated bicycle lane. The individual will exercise due care when passing a standing vehicle.

5.1.2. Persons riding bicycles, scooters or rollerblades upon a roadway will not ride more than two abreast.

5.1.3. Where a usable path for bicycles has been provided adjacent to the roadway, persons riding bicycles, scooters or rollerblades will use the path and will not use the roadway or the jogging trail/path.

5.1.4. No jogging on the following roadways: Main Street, A Street, West Street, Fairway or Lincoln Blvd. Jogging will also not be allowed in any area covered by the explosive Public Traffic Route distance criteria as referenced in 62 AWI 91-02 *Utilization of Facilities Within Quantity Distance Clear Zones*, paragraph 6.4.

5.1.5. Formation running; if running in formation of more than 10 personnel road guards must be used. Road guards must wear a reflective vest or belt and carry a flashlight during the hours of darkness.

5.2. Carrying Articles. It is prohibited for a person operating a bicycle or scooter to carry any package, bundle or article which prevents him or her from keeping at least one hand upon the handlebars at all times.

5.3. Lamps and Other Equipment. Every bicycle, when in use after the hours of darkness, will have the following.

5.3.1. A lamp on the front, which shall emit a white light visible from a distance of at least 500 feet to the front.

5.3.2. A red reflector on the rear which will be visible from a distance of 600 feet to the rear when directly in front of low beam head lamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in addition to the red reflector.

5.3.3. A brake, which will enable the operator to make the braked wheels skid on dry, level, clean pavement.

5.4. Personal Protective Equipment and Clothing Requirements.

5.4.1. Every person riding a bicycle, skateboard, scooter or roller blades, during the hours of darkness, will wear highly contrasting/light colored clothing. Reflective belt, vest or material is highly encouraged.

5.4.2. Every bicycle/scooter operator will wear a helmet. All passengers in bicycle trailers on the main base roads or bike paths are also required to wear a helmet. Helmet will be fastened under the chin.

5.4.3. Skateboards/rollerblades. Skateboards will not be ridden on the bicycle path, sidewalks or in the streets and will only be ridden in areas designated for their use. Designated areas are parking lots that are not being used, (i.e., facility closed, etc.). Skateboard and rollerblade operators will wear proper protective clothing to include helmet, elbow/knee pads, and gloves. Helmets will be fastened under the chin.

6. Prohibited Devices, Decals, and Actions.

6.1. Headphones, earphones or other listening devices. These items impair the persons ability to hear effectively and are prohibited for use by any person operating a motor vehicle, or using any road/street on McChord for any other purposes. These include, but are not limited to jogging, running, walking, bicycling, skating, rollerblading or skate boarding. This does not prohibit the use of earplugs where required for duty or safety reasons.

6.2. Open Alcoholic containers. Operators and passengers of motor vehicles are prohibited from having open containers of alcoholic beverages in their ready possession. "Open container" means any bottle can, or other receptacle containing *any* alcoholic beverage that has been opened, or the seal broken, or the contents of which have been partially removed. "Ready possession" means located in the passenger compartment of the vehicle or accessible to the driver or passenger(s) from the passenger compartment.

6.3. Radar Detection Devices. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited.

6.4. Bumper/Window Decals. Any decal affixed to a vehicle operated on McChord AFB that is considered obscene, advocates sexual, racial, ethnic, or religious discrimination, prejudicial to good order and discipline or of a nature that brings discredit upon the Air Force is prohibited.

6.5. Any vehicle operator with an internal noise level from their vehicle that can be heard from a distance of 30 feet or that would preclude them from hearing emergency vehicles will be deemed excessive. Any vehicle's exhaust system that would preclude them from hearing emergency vehicles will also be deemed excessive

7. Accidents, Reports, and Disabled and Abandoned Vehicles.

7.1. Vehicle Accidents.

7.1.1. Any vehicle accident on McChord AFB will be reported to Security Forces immediately, not to exceed 72 hours. Major accidents will be reported immediately and require Security Forces patrol response. Operators that fail to report an accident may be cited.

7.1.2. Minor Vehicle Accidents. Accidents involving privately owned vehicles with NO government property damage, no injuries or deaths, and property damage totaling less than \$10,000 for all vehicles involved can be safely driven from the scene.

7.1.2.1. Operators of vehicles involved in a minor vehicle accident will identify themselves to all parties involved and exchange vehicle and insurance information. All operators will immediately report to Bldg 7, Security Forces Control Center to report the accident.

7.1.3. Major Vehicle Accidents. Accidents involving injury or death or property damage in excess of \$10,000. Damage that would render the vehicle inoperable or not safe to drive from the scene.

7.1.3.1. Operators of any vehicle involved in a major accident will stop such vehicle at the scene immediately (or as close as possible) and will not depart the scene of such accident unless:

7.1.3.1.1. Leaving momentarily to contact Security Forces (returning to the scene immediately thereafter).

7.1.3.1.2. Removed to a medical facility for treatment (by medical personnel only).

7.1.3.1.3. Directed to do so by Security Forces.

7.1.3.2. Operators will immediately contact Security Forces at 982-5624/5625 or 911.

7.1.4. When the owner of an unattended vehicle involved in an accident cannot be located or identified, the operator of the vehicle colliding with the unattended vehicle will leave a note containing pertinent information, which identifies the operator of the vehicle, which collided with the unattended vehicle. This note will also include the statement that the accident has been reported to Security Forces. The owner will then report the accident to Security Forces at Bldg 7.

7.1.5. No driver will operate a heavily damaged vehicle on McChord AFB unless enroute to the Skills Development Center or AAFES garage for immediate repair (and the operator of such vehicle has prior approval of Security Forces). For the purpose of this paragraph, "heavily damaged vehicle" means any vehicle with major portions missing (e.g., fenders, hood, trunk lid, etc.), windshield damaged to the point that the operator's view is obstructed or any portion of the vehicle that protrudes in such a manner as to constitute a safety and (or) driving hazard to other vehicles or pedestrians. Heavily damaged vehicles are not allowed to "sit" in military family housing for more than 72 hours.

7.1.6. In the event that a person is injured in an accident, any other person involved in the accident (if uninjured and (or) capable) will render assistance as needed to the injured person (as they are capable of providing). The person rendering such assistance is relieved of such responsibility upon arrival of medical personnel.

7.1.7. In addition to the requirements above, operators of GOVs involved in an accident will report such accident to the 62d Logistics Readiness Squadron Wing Safety, and their unit Vehicle Control Officer or NCO. If operable, the GOV will be driven to the Vehicle Operations Section of the Base Motor Pool (along with the completed Standard Form 91, **Operator's Report of Motor Vehicle Accident**) for an estimate of the damages. **NOTE:** GOVs will not be removed from an on-base accident scene until 62 AW Safety releases that vehicle.

7.1.8. When Operator Disabled. When the driver is physically incapable of making a report to Security Forces, another occupant of the vehicle or the registered owner is required to report the accident to Security Forces. If there is no other occupant in the vehicle (or the other occupants are disabled), or the registered owner is disabled, then the driver will make a report of the accident to Security Forces when able.

7.1.9. Reports for Minors. When the driver of a vehicle involved in an accident is a minor, the parents or guardians of the minor are responsible to render a report of the accident to Security Forces by the most expeditious means available.

7.2. Removal of Heavily Damaged Vehicles from Accident Scene. A vehicle disabled in an accident will upon completion of the investigation be removed from the scene as specified below.

7.2.1. When any vehicle, which has been involved in an accident, has been damaged to the point where it is no longer safely operable, it will be the responsibility of the driver to have such vehicle removed from the scene. Removal of such vehicle from an accident scene will be accomplished by wrecker service immediately after investigation of accident by Security Forces.

7.2.2. The driver of the vehicle may request Security Forces contact a tow company to have the vehicle removed. If the driver indicates no preference, Security Forces will contact a towing company. If the driver refuses to accept responsibility for removing the vehicle, Security Forces will contact a towing company. The POV will be towed and stored at owner's/operator's expense at the civilian tow company's impoundment lot unless the vehicle has been deemed as evidence. If the vehicle has any evidentiary value, it may be seized and towed to the Security Forces Impound Lot located adjacent to the East Gate.

7.3. Removal of Vehicles Designated as Disabled. A vehicle deemed by Security Forces as disabled (as defined in [Attachment 1](#) of this instruction) will be cited as such. The owner of a disabled vehicle will be required to either remove such vehicle from McChord AFB or initiate the corrective action needed to remove the vehicle from disabled status. Completion of corrective action must be accomplished within 7 days of the date the citation was issued or the vehicle will remain in disabled status. Disabled vehicles will be removed from McChord AFB:

7.3.1. Immediately, when the vehicle is parked unattended on a street, roadway or parking lot in such a manner as to obstruct the flow of traffic.

7.3.2. Within 7 days of the date a citation was issued, when corrective action has not been taken to remove the vehicle from disabled status.

7.3.3. In the manner described in paragraph [7.2.2.](#) above.

7.4. Abandoned Vehicles and Impoundment. A vehicle will be deemed abandoned by the Security Forces Investigations Section only. A vehicle will be considered abandoned only after every available means has been exhausted in locating the owner of such vehicle. For the purpose of this paragraph, "abandoned vehicle" is defined in [Attachment 1](#) of this instruction. After a vehicle has been determined abandoned, an investigator will impound the vehicle by the procedures established in AFI 31-206 *Security Forces Investigations Program*.

7.4.1. Any vehicle involved in criminal activity may be impounded and towed to the Security Forces impound lot or other contracted impound lot. 62 SFS personnel will allow the apprehended individual 60 minutes to contact a licensed driver to come remove the vehicle. Once contacted, they will have 60 minutes to respond and remove the vehicle. If removal is not arranged by owner/operator, the vehicle may be impounded and towed as prescribed in [7.2.2.](#)

8. Administration.

8.1. Security Forces Administration. Security Forces Reports and Analysis Section will maintain records and forward required reports to the appropriate agency/unit concerning all traffic related mat-

ters. All reports of traffic violations and accidents will be processed in accordance with AFI 31-204, as supplemented.

8.2. Non-Moving Traffic Violations. The following actions will be administered when three or more non-moving violations accumulate on a person during a 12-month period. Refer to [Attachment 2](#) for further breakdown. **NOTE:** Applies to active-duty Air Force personnel and their family members and civilians assigned to McChord AFB.

8.2.1. First and second violation: Discretion of the unit commander.

8.2.2. Third violation: Three-month suspension of on-base driving privileges.

8.2.3. Fourth violation: One-year revocation of on-base driving privileges.

8.3. Moving Traffic Violations. All moving traffic violations will be assessed points according to Table 5.2 in AFI 31-204 and [Attachment 2](#).

8.4. Advisory Letters. Security Forces Reports and Analysis will prepare all advisory letters for the 62 MSG/CC signature.

8.4.1. Active-duty Air Force personnel, family members, other service members and civilians working on McChord AFB will be notified through their unit commander or civilian supervisor, to report to Reports and Analysis to receive the advisory letter for suspension or revocation of base driving privileges.

8.4.2. All other personnel will be sent advisory letters informing them of violations incurred or for suspension or revocation of base driving privileges by certified mail, return receipt requested.

8.5. Citation Rebuttal Process

8.5.1. DD Form 1805: Violators issued DD Form 1805 must request a court appearance with the United States Magistrate by contacting 1-800-827-2982.

8.5.2. DD Form 1408

8.5.2.1. Violators wishing to rebut the validity of a citation based on evidence or witness testimony may submit the request in writing (Official Letter format) to 62 SFS/CC, Chief of Security Forces. Letters must contain a detailed explanation of the circumstances surrounding the incident and any witness testimony must be submitted in writing signed by the witness. Letter must be indorsed by member's unit commander with their concurrence. This process is not to be used to seek leniency. The violator's unit commander will determine leniency issues.

8.5.2.2. Chief of Security Forces responsibilities:

8.5.2.2.1. Evaluate the circumstances of the violation and if deemed necessary, obtain written statement from the issuing patrolman.

8.5.2.2.2. Prepare a written response to the unit Commander with their recommendation based on all circumstances.

8.5.2.3. Member's unit commander will take all information into account when taking action.

8.6. Vehicle Registration.

8.6.1. Personnel authorized to register their vehicles on McChord AFB are active-duty Air Force (and their family members) assigned to McChord AFB, civilians possessing DOD credentials and

working on or assigned to McChord AFB, retired military (and their family members), widows/widowers of deceased military members, family members of active-duty Air Force whose sponsors are assigned overseas and Air Force Reservists/Guard assigned to McChord AFB.

8.6.2. All individuals subject to this instruction are required to register their vehicles and will do so within 3 duty days of assignment or be subject to denial of vehicle access to McChord AFB.

8.6.2.1. Incoming personnel will register their vehicles within 72 hours (three duty days) of arriving at McChord AFB. Incoming personnel who have a current DD Form 2220, **DOD Registered Vehicle Decal** on their vehicles will report to the Security Forces Visitor Control Center or Pass and Registration (Bldg P-7) to turn in or complete an AF Form 533, **Certificate of Compliance – Private Motor Vehicle Registration**. Their present decal number will be recorded on the AF Form 533, and they will receive a McChord AFB installation tab.

8.6.2.2. Personnel assigned to McChord AFB who purchase a vehicle will report to the Security Forces Visitor Control Center or Pass and Registration for issue of decal, installation, and year tabs if the vehicle is to be operated on base.

8.6.2.3. Contractors, widows/widowers of deceased military members, retired military (and their family members), family members of active-duty Air Force personnel whose sponsor is overseas, and civilians working on or assigned to activities or agencies on McChord AFB will register their vehicles at Security Forces Visitor Control Center, or Pass and Registration during duty hours.

8.7. Vehicle Deregistration.

8.7.1. A military member retiring from active duty but remaining in the local area may retain the DD Form 2220, installation, and year tabs on his or her vehicle. Retiring military personnel departing the McChord AFB area may retain their DD Form 2220 and hand-carry the AF Form 533 to the nearest Air Force installation where they will be residing.

8.7.2. An individual departing PCS stateside will retain their DD Form 2220 on the vehicle. The individual will inform Pass & Registration of their PCS to allow their removal from their unit on McChord. The individual will hand-carry the AF Form 533 to the Air Force installation where they will be stationed.

8.7.3. An individual departing PCS overseas will remove their DD Form 2220 from the vehicle and turn in the remains to Security Forces Pass and Registration. The decal need not to be removed if the departing individual's family members do not accompany the sponsor and are remaining in the local area. In this case, the AF Form 533 will be maintained by the Security Forces Pass and Registration Section for file. A temporary pass will be issued if the decal is removed and the individual still needs access to the base.

8.7.4. When an individual is separated from the Air Force, employment terminated on McChord AFB, or when directed to do so by the Mission Support Group Commander, the decal will be removed and the remnants returned to Security Forces Pass and Registration. The AF Form 533 will be destroyed. A temporary pass will be issued if the decal is removed and the individual still needs access to the base.

8.7.5. When an individual's driving privileges are suspended due to being apprehended for a criminal offense on McChord AFB, the DD Form 2220, installation and year tab will be removed by a security forces member at the time of the apprehension and de-registered by Pass and Regis-

tration personnel the following duty day. Pass and Registration will issue a long-term pass (Automated AF Form 75) for the vehicle with the name of the individual that is suspended/revoked printed on it. Pass will have a green border or printed on green paper. If a spouse or family member operates the vehicle, they will need to get it registered solely in their name before they can have another decal issued.

8.7.6. When an individual sells or otherwise disposes of a vehicle registered on McChord AFB, the DD Form 2220, installation and year tab will be removed, and the remnants turned in to Security Forces Pass and Registration. The AF Form 533 will be destroyed, unless the individual wishes to register another vehicle.

8.8. When an individual is issued a citation for the following violations: driving without license in possession, driving without insurance, or driving without valid registration. They will be issued a citation and a revocation of installation driving privileges letter for a six month period for the first offense. The individual will have 7 calendar days to proceed to the Security Forces Administrations section to provide valid documentation of compliance for the aforementioned offenses at the time of the issuance of the citation. If compliance cannot be verified, then the citation and the revocation will remain in effect. If personnel can prove compliance at the time of the offence, the citation and driving revocation will be admonished.

NOTE: Personnel cited for driving with an expired, suspended or revoked license will be issued the citation for the offence and a revocation of installation driving privileges letter for a six month period for the first offence.

9. Designated and Reserved Parking

9.1. Requests for designated and reserved parking slots must be submitted by the building custodian on an AF Form 332, **Base Civil Engineer Work Request**.

9.1.1. All requests will be coordinated through 62 CES/CEF (Fire Department) and the 62 SFS/SFO.

9.1.2. Final approval of the requests will be made by the 62 CES/CC.

9.1.3. Reserved parking will be limited to Wing, Group, and Unit Commanders and First Sergeants.

9.1.4. CES will establish each facilities requirements for handicapped parking.

EXCEPTIONS: Will be considered on a case by case basis.

10. Forms Adopted. DD Form 1408, **Armed Forces Traffic Ticket**, DD Form 1805, **United States District Court Violation Notice**, DD Form 2220, **DOD Registered Vehicle Decal**, AF Form 2293, **USAF Motor Vehicle Operator Identification Card**, AF Form 75, **Visitor/Vehicle Pass**, AF Form 332, **Base Civil Engineer Work Request**, AF Form 533, **Certificate of Compliance – Private Motor Vehicle Registration**, and Standard Form 91, **Operator's Report of Motor Vehicle Accident**

ROBERT R. ALLARDICE, Colonel, USAF
Commander, 62d Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-201, *Security Police Standards And Procedure*, 4 Dec 2001

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 Jul 2000

AFI 31-206, *Security Forces Investigations Program*, 1 Aug 2001

AFI 91-207, *US Air Force Traffic Safety Program*, 1 Oct 1995

62 AWI 13-4 *Control of Vehicular Traffic in Flight Line Areas*, 31 Mar 1999

62 AWI 34-4 *Recreational Vehicle (RV) Storage Compound*, 28 Apr 03

62 AWI 91-02 *Utilization of Facilities Within Quantity Distance Clear Zones*, 31 Jan 03

Revised Code of Washington

Terms**Abandoned Vehicle—**

Any unattended vehicle which meets any of the below listed criteria and where the owner is unidentified:

Expired state plates/tags/registration (over 30 days).

Heavily damaged or major components missing (e.g., radiator, transmission, cylinder heads, differential, etc.)

Not registered with a state and (or) military installation or improperly registered where there is difficulty in establishing ownership.

Unattended on a roadway/street and obstructing traffic.

Observed unattended for a period of at least 7 consecutive days.

Disabled Vehicle—Any vehicle meeting the criteria in paragraph 1.1. above, except that the vehicle owner, owner's next of kin, legal heir or legal representative is identified.

Government Motor Vehicle (GOV)—A motor vehicle owned or leased by the United States government.

Motor Vehicle—Any vehicle, which is self-propelled, including but is not limited to cars, trucks, vans tractor-trailers and motorcycles. An electric assistive mobility device and mopeds are not considered a motor vehicle.

Private Motor Vehicle (POV)—A motor vehicle owned or leased by an individual for personal use.

Attachment 2**MOVING/NON-MOVING VIOLATION ACTIONS****A2.1. Violation Point Criteria.**

A2.2. Moving Violation Point System. When 12 points accumulate on a person in a 1 year period a 1 year revocation of installation driving privileges shall be implemented.

A2.2.1. 6 Point Violations:

- A2.2.1.1. Reckless Driving - Willful and wanton disregard for the safety of persons or property.
- A2.2.1.2. Owner knowingly and willfully permitting a physically impaired person to operate owners vehicle.
- A2.2.1.3. Hit and Run – Fleeing the scene (Property Damage Only).
- A2.2.1.4. Driving While Impaired - Blood alcohol contend more than 0.05 percent and less than 0.08 percent.
- A2.2.1.5. Underage Driving While Impaired - Blood alcohol contend more than 0.02 percent and less than 0.08 percent.
- A2.2.1.6. Speed Contests.
- A2.2.1.7. Speeding, over 15 mph of the posted limit.
- A2.2.1.8. Speeding 10 mph over the posted limit in any of the base housing areas.

A2.2.2. 4 Point Violations:

- A2.2.2.1. Speeding, over 10 mph of the posted limit.
- A2.2.2.2. Following to Close.
- A2.2.2.3. Failure to Stop for School Bus or School Crossing Signals.
- A2.2.2.4. Failure to Yield Right of Way to Emergency Vehicles.
- A2.2.2.5. Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official traffic sign or device requiring a full stop or yield right of way; denying entry or direction of traffic.
- A2.2.2.6. Improper passing
- A2.2.2.7. Failure to yield (No Official Sign Involved).

A2.2.3. 3 Point Violations:

- A2.2.3.1. Speeding, 1 to 10 mph over the posted speed limit.
- A2.2.3.2. Improper turning movements (No Official Sign Involved).
- A2.2.3.3. Wearing of headphone, earphone while driving (2 or more wheels).
- A2.2.3.4. Failure to wear an approved helmet or eyewear while operating or riding on a motorcycle, moped, or a 3 to 4 wheel vehicle powered by a motorcycle like engine.

A2.2.3.5. Improper overtaking.

A2.2.3.6. Other moving violations (involving driver behavior only).

A2.2.4. 2 Point Violations:

A2.2.4.1. Speed to fast for conditions.

A2.2.4.2. Speed to slow, causing potential safety hazard.

A2.2.4.3. Failure of operator or occupants to use available restraint system devices while moving.

A2.2.4.4. Failure to properly restrain children in a child restraint system while moving (when child is 4 years or younger the weight of the child does not exceed 50 lbs.).

A2.2.4.5. Operating an unsafe vehicle, this measure used for other than minor vehicle safety defects or when a registrant fails to correct a minor defect.

A2.2.5. 1 Point Violations:

A2.2.5.1. Driver involved in accident deemed responsible (only to add to specific offenses).

A2.3. Traffic Violations Resulting in Suspension/Revocation or Criminal Proceedings:

A2.3.1. Driving while license or installation driving privileges are under suspension or revocation. (2 year revocation is mandatory on determination of facts by installation commander).

A2.3.2. Refusal to submit to or failure to complete chemical tests (Implied Consent). (1-year revocation of driving privileges is mandatory on determination of facts by installation commander).

A2.3.3. Manslaughter (or negligent homicide by vehicle) resulting from operation of motor vehicle. (Criminal proceedings).

A2.3.4. Driving under the influence of intoxication liquor or drugs. (1-year revocation and possible criminal proceedings).

A2.3.5. Fleeing the scene of an accident involving death or personal injury. (Criminal proceedings).

A2.3.6. Mental or physical impairment (not including alcohol or drugs) to the degree rendered incompetent to drive. (Possible suspension/revocation).

A2.3.7. Permitting an unlawful or fraudulent use of an official drivers license. Conviction of fleeing, or attempting to elude police officer. (Criminal proceedings).

A2.3.8. Fleeing or attempting to elude a police officer. (Criminal proceedings).

A2.3.9. Open container/drinking in vehicle or highway. (Criminal proceedings)

A2.3.10. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. (Criminal proceedings).

A2.3.11. Doubling of the posted speed limit on roadways.

A2.4. Non-Moving Violations: When 3 non-moving violations accumulated on a person in a 1 year period a 3-month suspension of installation driving privileges may be implemented. When 4 non-moving violations accumulate on a person in a 1 year period a 1 year revocation of installation driving privileges may be implemented.

A2.4.1. Illegal parking, overtime parking, parked in handicap, parked in a reserved spot

A2.4.2. No registration, expired registration, no tabs, expired tabs, no plated or missing plate. (first offense: 6-month, second offense 1 year suspension of installation driving privileges will be implemented). Unless proof of compliance can be shown to have existed prior to the issuance of the traffic ticket.

A2.4.3. No insurance, no proof of insurance, expired insurance. (first offense: 6-month, second offense 1 year suspension of installation driving privileges will be implemented). Unless proof of insurance can be shown to have existed prior to the issuance of the traffic ticket.

A2.4.4. Abandoned vehicle.

A2.4.5. License violations, expired, suspended, no license in possession. (first offense: 6-month, second offense 1 year suspension of installation driving privileges will be implemented). Unless proof of compliance can be shown to have existed prior to the issuance of the traffic ticket.

A2.4.6. No Air Force Form 75, expired AF Form 75.

A2.4.7. No motorcycle endorsement.

A2.5. It is command policy to seriously consider suspension or revocation of installation driving privileges for repeat traffic offenders. I hope it will not be necessary to impose this sanction on you and that you will adhere to all traffic regulations while driving on McChord AFB. Your safe and efficient driving habits will aid immeasurably in promoting the well being of other drivers, pedestrians, and especially children moving on this installation. For this reason a driving record has been established and this record will be maintained by Security Forces for a period of 36 months.

Attachment 3

EXAMPLE LETTER FOR NOTICE OF SUSPENSION/REVOCATION OF BASE DRIVING PRIVILEGES FOR TRAFFIC VIOLATIONS

MEMORANDUM FOR

FROM: 62 MSG/CC
160 McCarthy Blvd
McChord AFB, WA 98438-1199

SUBJECT: Notice of Suspension/Revocation of Base Driving Privileges for Traffic Violations

1. In accordance with AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, your privileges to drive on military installations of the United States are hereby:

() Suspended for 3 months because you have accumulated three non-moving violations within 12 months. (62 AWI 31-5, para. 7.2.2)

() Revoked for 12 months because you have accumulated four non-moving violations within 12 months. (62 AWI 31-5, para. 7.2.3)

() [] Revoked [] Suspended for _____ months because you have accumulated _____ traffic points within _____ months.

2. Effective 24 hours after your receipt and acknowledgment of this letter, **YOU ARE HEREBY ORDERED TO NOT OPERATE ANY MOTOR VEHICLE UPON ANY MILITARY INSTALLATION OF THE UNITED STATES.**

3. Further, effective 24 hours after your receipt and acknowledgment of this letter, **YOU ARE HEREBY ORDERED TO SURRENDER ALL DD FORM 2220s (vehicle registration decals) IN YOUR POSSESSION TO THE VISITOR CENTER LOCATED AT THE MAIN GATE and to de-register your vehicle(s).**

4. **YOU ARE HEREBY ORDERED TO ATTEND A DRIVER IMPROVEMENT PROGRAM.**

5. **Your rights.** If extenuating factors exist, you may request restricted driving privileges, in writing, at any time from the Mission Support Group Commander. You must provide, in writing, reasons for reinstatement along with an endorsement from your Squadron Commander. Forward the letters to 62 SFS/SFAA, who will in-turn forward the request to 62 MSG/CC.

6. To vacate this action, you may request an administrative hearing before me, 62 MSG/CC, within 10 days from the date of this notice. If requested, a hearing will be held at the earliest convenience. At the hearing, you have the right to present evidence and witnesses and be represented by civilian counsel (at your own expense). Any determination made at the hearing is without prejudice to your rights or the rights of the government in any later criminal or administrative proceeding involving the same or a related incident. If you desire a hearing, you must submit an application in writing to me through the Commander, Security Forces Squadron, no later than ten (10) days from the date of your receipt of this letter. If you fail to make a timely request for a hearing (within 10 days), you waive your right to this hearing, and your installation driving privileges will be suspended/revoked for the period stated above.

7. Restoration of Privileges. YOUR INSTALLATION DRIVING PRIVILEGES ARE NOT AUTOMATICALLY REINSTATED. Installation driving privileges of active duty Air Force personnel are restored when your unit or squadron section commander certifies to the Commander, Security Forces, that:

- a. You have met the conditions to have your suspension vacated;
 - b. The period of suspension/revocation has expired; and/or
 - c. You have completed any and all required rehabilitation and education courses.
8. You will acknowledge this letter with your signature below.

JOSEPH C. CROWNOVER III, Colonel, USAF
Commander, 62d Mission Support Group

CERTIFICATION OF COORDINATION

Before issuing the foregoing Notice of Preliminary Suspension of Base Driving Privileges letter, I, _____, of the 62d Security Forces Squadron, coordinated with the authorizing authority. I explained the basic facts to the authorizing authority, which directed me to date and issue notice for the period stated in paragraph **1**.

Traffic Clerk/Police Officer
Sign and Print

1st Ind, Notice of Preliminary Suspension of Base Driving Privileges

TO: 62 SFS/SFAA

1. I _____ (name and unit) acknowledge receipt and understanding of 62 MSG/CD's order to me, to not drive upon military installations of the United States and to surrender my vehicle registration decals.
2. I acknowledge receipt of this notice and understand my rights to a hearing and/or to submit written matters.
3. I am presently licensed to drive in the state of: _____.
My driver's license number is: _____.
4. Receipt is acknowledged this _____ day of _____, 20____.

Signature